

CONSENT FORM

I, the undersigned, \_\_\_\_\_, an authorized representative of  
(Name – in block letters)

\_\_\_\_\_, confirm being aware of the present and  
(Company's name – in block letters)

accept the conditions of the responsible procurement policy, applicable to the following Vendor number(s):

Vendor #		

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Signature of the authorised Representative

Email Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

\_\_\_\_\_  
Title (in block letters)

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Date

\*See the **2014 Responsible Procurement Policy** attached.

\*Please take note of the document **Overseas Supplier logistics and procurement handbook- August 2010** on the site: <https://vendors.rona.ca>



## RESPONSIBLE PROCUREMENT POLICY

2014

### VISION OF THE POLICY

In Canada, RONA is recognized as a responsible company in its industry. Our selection of products and the engagement of our suppliers are key elements on which we intend to base our leadership.

RONA has adopted a rigorous approach to analyzing the environmental impact of its products based on the life cycle assessment, a stringent and recognized method to measure the environmental impact of a product from cradle to grave. This approach will enable us to constantly improve our understanding of the environmental and social impacts of our products. As a result, we believe we can gradually develop procurement practices that allow us to reduce environmental impact and increase the socioeconomic benefits associated with these products.

In addition, we wish to do business with suppliers and partners who are actively committed to respecting the environment and who provide a safe and respectful workplace for their employees.

We recognize that we have an important role to play, through the products we sell and consume as a business, to guarantee the sustainability of natural resources, reduce our environmental footprint and ensure respect for human dignity at the production sites of the suppliers with whom we do business.

RONA ultimately wishes to encourage responsible behaviour among consumers in their choice and use of hardware, renovation and gardening products.

RONA wishes to cooperate with various stakeholders (suppliers, non-governmental organizations, industry associations, etc.) in the implementation of this policy.

### SCOPE

The Responsible Procurement Policy (RPP) applies to all products and services offered in RONA stores, as well as goods and services used by the company. RONA expects all its consultants, suppliers and their subcontractors to take the policy into account. Through this policy, RONA's objective is to engage all its partners.

The RPP also applies to all products already governed by specific policies (forest products, packaging and paper), especially issues regarding respect for the environment and labour standards, as well as auditing principles.

### PRINCIPLES

#### 1. Respect for the environment

##### Compliance with environmental laws

RONA expects that all products sold to RONA by suppliers comply with all Canadian laws and environmental regulations.

RONA also expects all suppliers to comply with applicable environmental laws, regulations and standards at their production sites, including:

## Responsible procurement policy

- Licences and permits
- Management and disposal of hazardous materials
- Management of waste and control of wastewater
- Atmospheric emissions

### Minimizing the environmental impact of our products

RONA wishes to minimize the impact of its products and activities on the environment and optimize the use of natural resources extracted from it, so that future generations may continue to benefit from these resources.

As such, RONA markets a line of eco-responsible products that offer better environment-related performance than conventional products. These eco-responsible products are evaluated according to five key environmental issues, in order to identify and offer our customers products that have a superior environmental performance.

Here are the five key environmental issues, based on international scientific consensus, on which RONA recognizes the need to take action:

1. Climate change

Among other things, we refer here to the reduction of greenhouse gas emissions, both in intensity and in absolute value, energy savings and improved energy efficiency, the use of energy sources that produce lower net greenhouse gas emissions, reduction in the volume of waste sent to landfill sites, and environmental commitment in concrete terms, such as participating, as RONA does, in the Carbon Disclosure Project.

2. Water availability and quality

We refer here to water savings and conservation, including optimal use and lower consumption, due regard for regulations governing waste water quality, and cooperation with various stakeholders to safeguard and enhance water quality in the long term.

3. Human health

We refer here to the protection of human health, including lower emissions of VOCs (volatile organic compounds), reduced environmental impact associated with transportation, a reduction in multiple types of emissions (such as potentially carcinogenic airborne substances, toxic substances in water and soil, fine particles, irritants and other substances that cause respiratory problems, and substances that deplete the ozone layer), along with due regard for regulations governing air, water and soil pollution.

4. Ecosystem quality

We refer here to the preservation of ecosystems, including protection of biodiversity, reduction in effluents that cause algal blooms in water, lower emissions of substances that cause acid rain, along with sustainable forestry practices.

5. Resource depletion

We refer here to the reduction of wasteful resource use, including the optimal use of natural resources, the recovery and recycling of waste whenever appropriate, the promotion of end-of-life recyclability, lower volumes of packaging and raw materials used, along with lower consumption of non-renewable resources.

Our life cycle assessment also helps identify products that have a risk of greater environmental impact, with a view to developing specific requirements that we can pass along to our suppliers.

## 2. Compliance with labour standards

RONA recognizes the importance of promoting and respecting workers' rights, regardless of the country where it operates or procures products. To this end, our main references are international labour conventions as defined by the International Labour Organization (ILO), along with national laws of the countries where our suppliers are located.

## Responsible procurement policy

RONA expects that its suppliers comply with the following principles:

1. Freedom of association and collective bargaining
  - Respect workers' rights to freedom of association and collective bargaining.
2. Free choice of employment
  - Not make use of compulsory labour, including prison labour, nor compel a person to work in any way or manner. Overtime work must be done on a voluntary basis.
  - Employees shall not be required to pay a deposit or hand over their identity papers as a condition of employment. In addition, employees must not be financially penalized if they quit, provided that they have given advance notice as required by law.
3. Prohibition of child labour
  - Not employ children under 15 years of age, nor employ children under the legal working age in their country, if this age is greater than 15 years.
  - Not employ children under 18 years of age for work at night, nor for tasks that can endanger their health or safety.
4. Non-discrimination in employment
  - Qualifications and skills are the criteria that shall determine whether or not a person is hired. No form of discrimination is tolerated, at the time of hiring or in any aspect of the work.
5. Compliance with obligations pertaining to a contract of employment
  - Terms and conditions of the hiring and dismissal of employees shall be established in accordance with the dictates of law. In all cases, employees must have access to a document (such as a contract of employment) that specifies the terms and conditions of their hiring and dismissal in the official language of the producing country.
6. Workplace health and safety
  - Production sites shall have an adequate number of emergency exits and equipment to fight fire and other disasters, clearly marked and always accessible, on all floors and in all sections of the facility. Employees shall receive essential training in the use of this equipment.
  - Production sites shall provide a safe and healthy work environment, and appropriate measures shall be taken to prevent accidents and bodily harm, as well as minimize the hazards inherent to the work environment.
  - Provide access to clean toilets, drinking water and, if necessary, equipment for food storage. If accommodations are provided, they must be clean, safe and secure.
7. Harassment and abuse
  - Treat employees with respect and dignity, regardless of any pressure imposed by production in the workplace. Physical abuse or discipline, threats of abuse, harassment of any nature, along with insults or other forms of intimidation, are prohibited.
8. Non-excessive working hours
  - Hours of work shall comply with national laws or industry standards, whichever provide better protection.
  - The regular workweek shall not exceed 48 hours on average, or 60 hours including overtime work, and employees shall be allowed on average at least one day of rest per 7-day period.
9. Wages and benefits
  - Employees must be paid at the highest rate of the legal minimum wage in the countries where the products are manufactured, or in compliance with the wages in effect in the local industry.

## **Responsible procurement policy**

Employees must be paid at regular intervals in compliance with local laws. Employees must also have a right to all mandatory social benefits as required by law.

- Workers must be paid directly and must receive a detailed statement of hours worked, deductions at source and wages paid for regular and overtime hours.
- Overtime hours shall always be paid at a premium.

### **3. Socioeconomic contribution**

RONA intends to contribute to Canada's economic development and as such, values local and regional suppliers that contribute to job creation and wealth sharing across Canada.

#### **VERIFICATION OF SUPPLIERS' COMPLIANCE WITH THIS POLICY**

- On signing a business agreement with RONA, each supplier must undertake to comply with this policy.
- The supplier shall be subject to verification of compliance with this policy by means of questionnaires, on-site audits (including those conducted by a third party) or any other measurement tool.
- RONA reserves the right to view the reports of audits conducted by its suppliers.
- RONA reserves the right to require from suppliers detailed information on the facilities where their products are manufactured.
- RONA requires that suppliers provide proof of all environmental and social certifications of their business and products.

#### **Non-compliance**

- In the event of non-compliance, RONA expects that suppliers implement corrective measures to remedy all cases of non-compliance. To address situations of non-compliance, RONA favours an approach involving close cooperation and continuous improvement.
- RONA will evaluate any failure on the part of a supplier to provide requested information or follow up on a proposed action plan. If necessary, the business relationship with the supplier may be reconsidered.

#### **ACCOUNTABILITY**

As part of a sustainability action plan, RONA will develop goals that are specific to this policy. In its annual report on corporate responsibility, RONA is committed to reporting on progress made in implementing this policy.